

**CITY OF SAN DIEGO LIBRARY DEPARTMENT
CONFLICT OF INTEREST CODE**

**APPENDIX A
DESIGNATED POSITIONS**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Director	Administration of the Library Department	1, 2
Assistant to the Director	Assist with the administration of the Library Department and complete special projects.	1, 2
Deputy Director	Administer the programs and budget of the Branch Libraries, Central Library or Technical Services Division.	1, 2
Director of Development	Administer the Library's Development Office.	1, 2
Associate Director of Development	Assist with the administering the Library's Development Office.	1, 2
Senior Management Analyst	Supervise and administer the Administrative Section. Analyze cost and budgetary data. Verify proper disbursements and expenditures.	2
CIP Analyst	Administer the Library's Capital Improvements Program.	1, 2
Consultants	The Department Director, Assistant to the Director or Deputy Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Department Director's, Assistant to the Director's or Deputy Director's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.	3

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**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY	DESCRIPTION
1.	<p>a) Investments and business positions in business entities which engage in: a) commercial property development and construction of libraries or library sites within the City of San Diego, or b) the acquisition or sale of real property that has been identified by the Library Department of the City of San Diego as a potential library site.</p> <p>b) Sources of income including gifts from persons and business entities which engage in: a) commercial property development and construction of libraries or library sites within the City of San Diego, or b) the acquisition or sale of real property that has been identified by the Library Department of the City of San Diego as a potential library site.</p> <p>c) All interests in real property within the City of San Diego, except for a personal residence, that has been identified by the Library Department as a potential library site, or is within 2 miles of said property.</p>
2.	<p>Investments and business positions in business entities, and sources of income including gifts from persons and business entities which provide services, supplies, materials, machinery or equipment of the type utilized by the Library Department of the City of San Diego.</p>
3.	<p>The Department Director, Assistant to the Director, or Deputy Directors may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Department Director’s, Assistant to the Director’s or Deputy Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.</p>